



**CHECKLIST #0275 FOR THE APPROVAL OF:
NAME CHANGE OF EXISTING NOTICE OF ACCEPTANCE OR CERTIFICATE OF
COMPETENCY BY MEANS OTHER THAN SALE OF ASSETS**

- ☐ A complete original (two sided) application;
- ☐ A non-refundable filing fee in the form of a check with the new name of the NOA holder printed in the check in the amount in accordance with the current fee schedule for revisions. (Fees for certificate of competency holders will be ½ that of new certificate);
- ☐ Letter from applicant specifically stating that a name change has legally occurred and requesting that a new NOA be issued under the new name and that the existing NOA be rescinded;
- ☐ One set of the revised approval document, where the only change from the existing NOA approval document is to be the new name and address of the manufacturer; and

At least one the following documents:

- ☐ A certified copy of the court order; or
- ☐ Any other official document clearly legalizing the name change.